

Berryessa Chinese School
Fire/Emergency Drill Instruction
for teachers, room parents & campus managers

Date of Drill: **Oct 17, 2009 (Saturday)**

Schedule

- 9:10am** **Pre-announce the drill time (10am) through PA** **[Campus Mgr]**
- 10:00am** **1st alarm (use megaphone on PA)** **[Campus Mgr]**
All teachers instruct their students to hide under their desks
- 10:01am** **2nd alarm bell rings (1 minute after 1st alarm)** **[Campus Mgr]**
All teachers should instruct their students to evacuate according to the
Emergency Evacuation Instruction and Map immediately. (Do not bring
backpack or any heavy items from classrooms)
- 10:05am** **All students line up at the designated area** **[Teachers/RmParents]**
Evacuation map for each campus are distributed to teachers & campus
managers before the day of drill. Teachers should bring student roll call
list taken in the morning with them to the designated evacuation area.
In order to account for all students, teachers should re-take roll call again
at the evacuation site. After the roll call, teachers will return the roll call
list to campus manager and notify him/her if there are any students
missing.
- 10:10am** **Wait for dismiss instruction from campus manager** **[Campus Mgr]**
After all roll call lists are collected and all students are accounted for,
campus manager will give the dismiss instruction. Teachers will instruct
their students to walk back to their classrooms.
- 10:15am** **Recess**

博愛中文學校
老師，值日家長及校區經理
緊急事故及防火演習指引

演習日期：**2009年10月17日(星期六)**

Schedule

10:00am 警鈴第一次響：

所有老師要求學生躲在桌子下

10:01am 警鈴第二次響：

所有老師按”緊急疏散路線圖”(Evacuation Map)上之指示，引導學生撤離教室，並帶隊至指定集合地點。(書包等物應留在班房)

10:05am 所有學生在指定集合地點按班別排列成行

老師從新再點名，後再與課堂開始時之點名名單核對，以確定並無學生為失。無論學生到齊與否，每班必須將點名報告(Class Roll Call / Missing Student Report)交與校區經理審查。

10:10am 確定全員到齊後, 由老師帶領學生回教室

10:15am 開始點心休息時間

FIRE/MERGENCY EVACUATION INSTRUCTIONS
(for campus manager, teachers & parents)

Step 1: FIRE / EARTHQUAKE

In case of a fire, campus manager will notify all teachers and students through PA and activate the emergency alarm.

In case of an earthquake, teachers & room parents should instruct students to hide under tables and stay calm until shaking is over. Campus manager should activate alarm afterwards.

Step 2: EVACUATION

Teachers & room parents should instruct all the students to evacuate classrooms after the emergency alarm is heard. For evacuation route, please refer the “Evacuation Map” of each campus.

Step 3: AT EVACUATION AREA

Students should remain quiet at the designated evacuation area until further instructions are given. Teachers & room parents on duty should take roll call of their class and compare it against the roll call taken at the beginning of the day. Result has to be submitted to campus manager or members of the Emergency Response Team (see below) regardless of whether there are missing students or not.

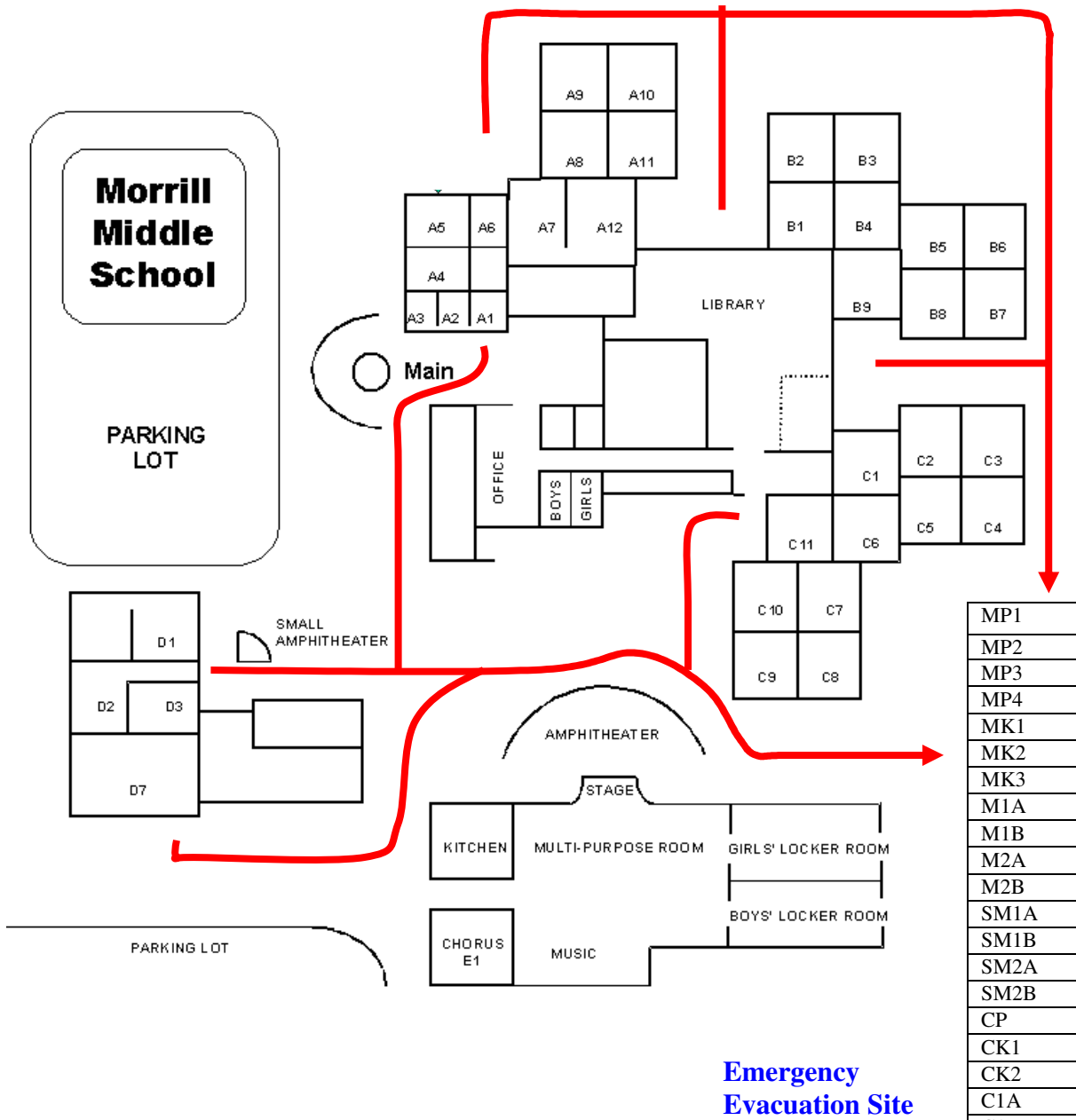
Step 4: EMERGENCY RESPONSE TEAM

Emergency Response Team is formed by campus manager, office assistant and parent volunteers. If roll call results suggest that there are students not accounted for, Emergency Response Team should search for the missing students. Emergency Response Team should support First Aids where appropriate.

Step 5: PARENTS PICK UP

Unless it is determined that regular lessons be resumed, all students should remain in their evacuation area until being picked up by their parents. Teachers and parents on duty should take dismissal roll call in that case.

BCS Morrill Campus Emergency Evacuation Map



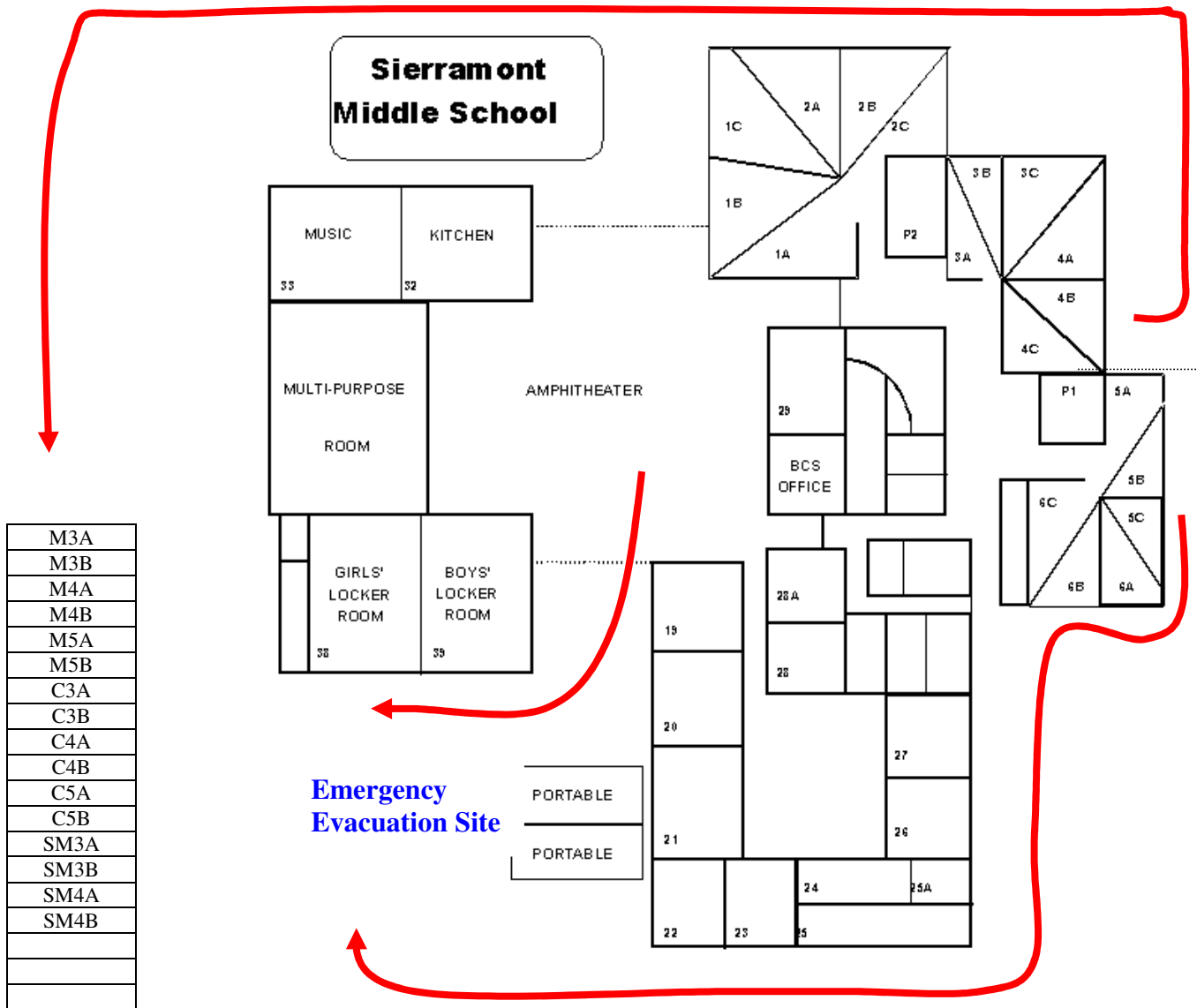
MP1
MP2
MP3
MP4
MK1
MK2
MK3
M1A
M1B
M2A
M2B
SM1A
SM1B
SM2A
SM2B
CP
CK1
CK2
C1A
C1B
C2A
C2B
MA1
MA12

Emergency Control Team Responsibility

Morrill Campus Phone Number : (408) 719-1002

- Campus Manager – Collect the Emergency Preparedness Student Roll Form**
- Office Assistant – First Aids**
- Teachers – Take the Emergency Preparedness Student Roll Call and Dismiss Roll Call**
- School Parent Volunteers -- Search and Rescue**

BCS Sierramont Campus Emergency Evacuation Map



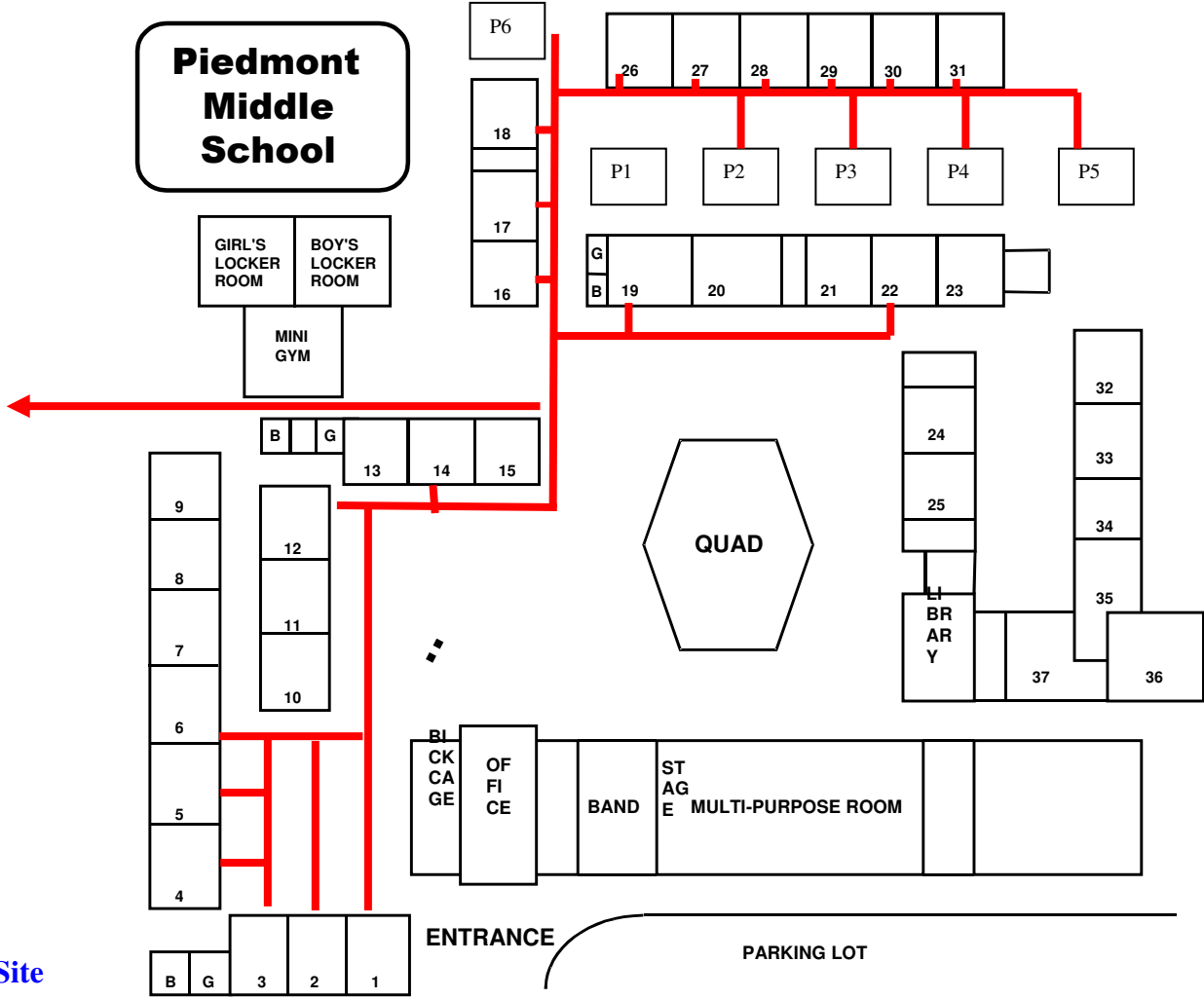
Emergency Control Team Responsibility

Sierramont Campus Phone Number : (408) 679-3326

- Campus Manager – Collect the Emergency Preparedness Student Roll Form**
- Office Assistant – First Aids**
- Teachers – Take the Emergency Preparedness Student Roll Call and Dismiss Roll Call**
- School Parent Volunteers -- Search and Rescue**

BCS Piedmont Campus Emergency Evacuation Map

M6A
M6B
M7A
M7B
M7C
M8A
M8B
M9A
M9B
M10A
M10B
M11
M12A
M12B
C6A
C6B
C7A
C7B
C8
C9
C10
C11/12



Emergency Evacuation Site

Emergency Control Team Responsibility

Piedmont Campus Phone Number : (408) 679-3325

- Campus Manager – Collect the Emergency Preparedness Student Roll Form**
- Office Assistant – First Aids**
- Teachers – Take the Emergency Preparedness Student Roll Call and Dismiss Roll Call**
- School Parent Volunteers -- Search and Rescue**